

ALBEE TOWNSHIP AND MAPLE GROVE TOWNSHIP
Saginaw County, Michigan

POLICE DEPARTMENT

FINANCIAL STATEMENTS

MARCH 31, 2004

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name Albee Twp & Maple Grove Twp POLICE DEPT	County Saginaw
Audit Date 3/31/04	Opinion Date 8/16/04	Date Accountant Report Submitted to State: 9/24/04	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations.

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ Yes ☒ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			✓
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASL GU).			✓

Certified Public Accountant (Firm Name) Francis H. McKenna, CPA			
Street Address 300 St. Andrews Rd., Suite 402		City Saginaw	State MI
Accountant Signature <i>F H McKenna</i>		ZIP 48603-5977	
		Date 9/24/04	

FRANCIS H. MCKENNA
Certified Public Accountant

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INDEPENDENT AUDITOR'S REPORT

August 16, 2004

To the Joint Administrative Board
Police Department of
Albee Township and Maple Grove Township (Saginaw County)
17010 Lincoln Road
New Lothrop, Michigan 48460

I have audited the accompanying balance sheet of the Albee Township and Maple Grove Township Police Department, Saginaw County, Michigan as of and for the year ended March 31, 2004 and 2003 and the related statement of revenues, expenditures and changes in fund balance for the fiscal years then ended. These financial statements are the responsibility of the Police Department's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Albee Township and Maple Grove Township Police Department, Saginaw County, Michigan at March 31, 2004 and 2003, and the results of its operations for the fiscal years then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the aforementioned financial statements taken as a whole. The accompanying supplementary financial data are presented for purposes of additional analysis and are not a required part of the financial statements of Albee Township and Maple Grove Township Police Department. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

Francis H. McKenna, CPA

FRANCIS H. MCKENNA
Certified Public Accountant

ALBEE TOWNSHIP and MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT
BALANCE SHEET

	MARCH 31,	
	2004	2003
<u>ASSETS:</u>		
Cash	\$ 3,262	\$ 14,445
Due from Municipalities:		
Albee Township	4,449	-
Maple Grove Township	-	334
Fixed assets	-	-
	<hr/>	<hr/>
Total Assets	<u>\$ 7,711</u>	<u>\$ 14,779</u>
 <u>LIABILITIES, EQUITY AND OTHER CREDITS:</u>		
LIABILITIES:		
Accounts payable	\$ 382	\$ 2,907
Due to Municipalities:		
Albee Township	-	-
Maple Grove Township	-	-
 EQUITY and OTHER CREDITS:		
Investment in general fixed assets	-	-
Fund Equity	7,329	11,872
	<hr/>	<hr/>
Total liabilities, equity and other credits	<u>\$ 7,711</u>	<u>\$ 14,779</u>

The accompanying notes are an integral part of these financial statements.
See independent auditor's report.

ALBEE TOWNSHIP and MAPLE GROVE TOWNSHIP

POLICE DEPARTMENT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND EQUITY

For the Fiscal Years ended March 31, 2004 and 2003

	<u>2004</u>	<u>2003</u>
REVENUES:		
State shared revenue – Liquor license fees:		
Albee Township	\$ 998	\$ 996
Maple Grove Township	440	440
Intergovernmental revenues:		
Albee Township	7,949	4,033
Maple Grove Township	9,600	4,835
Other	-	13
	<u>18,987</u>	<u>10,317</u>
Total Revenue		
EXPENDITURES:		
Administrative:		
Office supplies & miscellaneous	-	-
Independent accounting and auditing	-	650
Contractual service – Saginaw County Sheriff's Dept.:		
Basic contract fee	23,530	23,001
Vehicle expense & fuel	-	-
Insurance	-	-
Repairs and maintenance	-	-
	<u>23,530</u>	<u>23,651</u>
Total Expenditures		
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(4,543)	(13,334)
FUND EQUITY, BEGINNING OF FISCAL YEAR	<u>11,872</u>	<u>25,206</u>
FUND EQUITY, END OF FISCAL YEAR	<u>\$ 7,329</u>	<u>\$ 11,872</u>

The accompanying notes are an integral part of these financial statements.
See independent auditor's report.

ALBEE TOWNSHIP and MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS

March 31, 2004

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICES

ORGANIZATION:

During 1991, the townships of Albee and Maple Grove joined together under State Act 33 of PA 1951 and Act 81 PA 1981 in establishing, maintaining, and equipping a jointly operated police department.

The townships under Act 78 of P.A. of 1989, have contracted with the Saginaw County sheriff to provide special police protection for the two townships.

The Police Department is administered by a five member Joint Administrative Board.

BASIS OF ACCOUNTING:

The Department utilizes the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized when the related liability is incurred, provided the liability normally would be liquidated with expendable available financial resources. Modifications from the accrual basis are as follows:

- Payments for inventorable types of supplies are recorded as expenditures at the time of purchase.
- Normally, expenditures are not divided between years by recording of prepaid expenses.

CAPITAL OUTLAY and DEPRECIATION:

Capital expenditures for items having a useful life of more than one year are expensed in the year of outlay.

ALBEE TOWNSHIP and MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS -- continued

March 31, 2004

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICES - continued

CASH, CASH EQUIVALENTS AND INVESTMENTS:

The Department's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from date of acquisition.

State statutes authorize the Department to invest in U.S. government obligation, certificates of deposit, commercial paper, repurchase agreements, bankers' acceptances, and with some restrictions, mutual funds. An Attorney General's opinion states that public funds may not be deposited in financial institutions located in states other than Michigan.

All investments, if any, are stated at cost or amortized cost and are made in accordance with State Act 217, P.A. 1982.

NOTE 2: DEPOSIT AND INVESTMENTS:

The bank carrying value of deposits held with financial institutions equates to the Department's carrying value of \$3,262. The bank balance is categorized as follows:

Amount insured by the FDIC	\$ 3,262
Uncollateralized and uninsured	<u>0</u>
Total bank balance	<u>\$ 3,262</u>

NOTE 3: FIXED ASSETS:

The Department no longer has vehicles and equipment in its name. Such assets were turned over to the County Sheriff.

NOTE 4: INTERGOVERNMENTAL REVENUE:

Currently, the Townships of Albee and Maple Grove appropriate 0.1697 mills of property taxable valuation from their general fund for the joint police department.

SUPPLEMENTAL
INFORMATION

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF ALBEE TOWNSHIP PAYMENTS

Date		Amount Due	Payments	Balance Due
04/01/91	1991 SEV (25,159,801 x ½ mill)	12,579.90		
04/01/91	Payment		5,000.00	
06/01/91	Payment		5,000.00	
08/14/91	Payment		2,500.00	
08/31/91	1991-92 Liquor Control fees	1,037.30		
	FY 1991/92 Totals	13,617.20	12,500.00	1,117.20
04/01/92	1992 SEV (28,178,630 x ½ mill)	14,086.31		
04/10/92	Payment		1,037.30	
07/08/92	1992-93 Liquor Control fees	1,022.45		
08/14/92	Payment		1,022.45	
08/20/92	Payment		5,000.00	
02/16/93	Payment		5,078.90	
04/01/93	Payment		4,086.31	
	FY 1992/93 Totals	15,108.76	16,224.96	(1,116.20)
				1.00
04/01/93	1993 SEV (30,668,800 x 1/3 mill)	10,222.93		
06/30/93	1993-94 Liquor Control fees	1,025.75		
06/21/93	Payment		1,725.00	
08/30/93	Payment		5,000.00	
	FY 1993/94 Totals	11,248.68	6,725.00	4,523.68
				4,524.68
04/01/94	1994 SEV (32,688,333 x 1/3 mill)	10,896.11		
04/18/94	Payment		2,125.14	
07/29/94	Payment		7,398.54	
08/22/94	1994-95 Liquor Control fees	1,027.40		
08/22/94	Payment		1,027.40	
	FY 1994/95 Totals	11,923.51	10,551.08	1,372.43
	Balance Due at 3/31/95			5,897.11

(Continued)

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF ALBEE TOWNSHIP PAYMENTS

<u>Date</u>		<u>Amount Due</u>	<u>Payments</u>	<u>Balance Due</u>
	Balance Due at 03/31/95			5,897.11
04/01/95	1995 TV (33,436,409 x 1/3 mill)	11,145.47		
04/24/95	Payment		5,000.00	
06/30/95	1995-96 Liquor Control fees	1,027.40		
09/15/95	Payment		7,500.00	
10/11/95	Payment		1,027.40	
		-----	-----	
	FY 1995/96 Totals	12,172.87	13,527.40	(1,354.53)
		-----	-----	-----
	Balance Due at 03/31/96			4,542.58
04/01/96	1996 TV (34,020,622 x 1/3 mill)	11,340.22		
07/25/96	Payment		10,000.00	
10/01/96	1996-97 Liquor Control fees	1,035.65		
10/17/96	Payment		1,035.65	
03/24/97	Payment		5,881.80	
		-----	-----	
	FY 1996/97 Totals	12,375.87	16,917.45	(4,541.58)
		-----	-----	-----
	Balance Due at 03/31/97			1.00
04/01/97	1997 TV (35,134,668 x 1/3 mill)	11,711.44		
11/07/97	1997-98 Liquor Control fees	982.30		
11/07/97	Payment		982.30	
12/31/97	Payment		5,500.00	
03/03/98	Payment		5,500.00	
		-----	-----	
	FY 1997/98	12,693.74	11,982.30	711.44
		-----	-----	-----
	Balance Due at 03/31/98			\$ 712.44

(Continued)

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF ALBEE TOWNSHIP PAYMENTS

<u>Date</u>		<u>Amount Due</u>	<u>Payments</u>	<u>Balance Due</u>
	Balance Due at 03/31/98			\$ 712.44
04/01/98	1998 TV (36,991,742 x 1/3 mill)	12,330.58		
10/07/98	1998-99 Liquor Control fees	948.75		
10/07/98	1998-99 Liquor Control fees	27.50		
10/07/98	Payment		948.75	
10/07/98	Payment		6,711.56	
12/31/98	Payment		27.50	
01/11/99	Payment		712.44	
03/03/99	Payment		5000.00	
	FY 1998/99 Totals	13,306.83	13,400.25	(93.42)
	Balance Due at 03/31/99			619.02
04/01/99	1999 TV (38,629,270 x 1/3 mill)	12,876.42		
06/03/99	Payment		5,000.00	
09/20/99	Payment		5,000.00	
10/14/99	1999-00 Liquor Control fees	952.05		
10/14/99	Payment		952.05	
03/10/00	Payment		1,708.68	
	FY 1999/00 Totals	13,828.47	12,660.73	1,167.74
	Balance Due at 03/31/00			1,786.76
04/01/00	2000 TV (40,139,337 x 1/3 mill)	13,379.78		
05/15/00	Payment		55.00	
09/29/00	Payment		9,786.76	
10/03/00	2000-01 Liquor Control fees	995.50		
10/03/00	Payment		995.50	
03/23/01	Payment		4,183.54	
	FY 2000/01 Totals	14,375.28	15,020.80	(645.52)
	Balance Due (overpaid) at 03/31/01			\$ 1,141.24

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF ALBEE TOWNSHIP PAYMENTS

<u>Date</u>		<u>Amount Due</u>	<u>Payments</u>	<u>Balance Due</u>
	Balance Due (overpaid) at 03/31/01			\$ 1,141.24
10/11/01	2001-02 Liquor Control fees	1,000.00		
10/11/01	Payment		1,000.00	
10/11/01	Payment		1,141.24	
12/01/01	2001 TV (42,722,123 x .245 mill)	10,466.92		
01/28/02	Payment		10,500.00	
		-----	-----	
	FY 2001/02 Totals	11,466.92	12,641.24	(1,174.32)
		-----	-----	-----
	Balance Due (overpaid) at 03/31/02			\$ (33.08)
09/09/02	2002-03 Liquor Control fees	995.50		
09/09/02	Payment		995.50	
12/01/02	2002 TV (45,061,628 x .0895 mill)	4,033.02		
03/31/03	Payment		4,000.00	
		-----	-----	
	FY 2002/03 Totals	5,028.52	4,995.50	33.02
		-----	-----	-----
	Balance Due (overpaid) at 03/31/03			\$ (.06)
08/11/03	Payment		1,500.00	
09/09/03	2003-04 Liquor Control fees	998.80		
09/19/03	Payment		998.80	
11/05/03	Payment		2,000.00	
12/01/03	2003 TV (46,839,908 x .1697 mill)	7,948.73		
		-----	-----	
	FY 2003/04 Totals	8,947.53	4,498.80	4,448.73
		-----	-----	-----
	Balance Due at 03/31/04			\$ 4,448.67
				=====

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF **MAPLE GROVE TOWNSHIP** PAYMENTS

<u>Date</u>		<u>Amount Due</u>	<u>Payments</u>	<u>Balance Due</u>
04/01/91	1991 SEV (30,626,874 x 1/2 mill)	15,313.44		
03/01/91	Payment		1,000.00	
04/25/91	Payment		5,000.00	
06/18/91	Payment		5,000.00	
11/01/95	1991-92 Liquor Control fees	970.75		
10/28/91	Payment		5,284.19	
		-----	-----	
	FY 1991/92 Totals	16,284.19	16,284.19	- 0 -
		-----	-----	-----
04/01/92	1992 SEV (31,060,732 x 1/2 mill)	15,530.38		
04/22/92	Payment		10,000.00	
08/21/92	1992-93 Liquor Control fees	579.15		
09/04/92	Payment		579.15	
02/22/93	Payment		5,530.38	
		-----	-----	
	FY 1992/93 Totals	16,109.53	16,109.53	- 0 -
		-----	-----	-----
04/01/93	1993 SEV (33,893,300 x 1/3 mill)	11,297.77		
04/29/93	Payment		5,000.00	
06/30/97	1993-94 Liquor Control fees	577.50		
08/20/93	Payment		577.50	
03/22/94	Payment		6,297.77	
		-----	-----	
	FY 1993/94 Totals	11,875.27	11,875.27	- 0 -
		-----	-----	-----
04/01/94	1994 SEV (36,013,955 x 1/3 mill)	12,004.67		
08/04/94	1994-95 Liquor Control fees	580.40		
08/04/94	Payment		580.40	
03/28/95	Payment		12,004.66	
		-----	-----	
	FY 1994/95 Totals	12,585.07	12,585.06	0.01
		-----	-----	-----
	Balance Due at 3/31/95			\$ 0.01

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF MAPLE GROVE TOWNSHIP PAYMENTS

<u>Date</u>		<u>Amount Due</u>	<u>Payments</u>	<u>Balance Due</u>
Balance Due at 03/31/95				0.01
04/01/95	1995 TV (37,102.272 x 1/3 mill)	12,367.42		
09/28/95	Payment		6,000.00	
11/01/95	1995-96 Liquor Control fees	577.50		
11/30/95	Payment		577.50	
03/20/96	Payment		6,500.00	
		-----	-----	
	FY 1995/96 Totals	12,944.92	13,077.50	(132.58)
		-----	-----	-----
Balance Overpaid at 03/31/96				(132.57)
04/01/96	1996 TV (38,926,382 x 1/3 mill)	12,975.46		
10/01/96	1996-97 Liquor Control fees	582.80		
10/07/96	Payment		582.80	
12/30/96	Payment		6,500.00	
03/24/97	Payment		6,342.00	
		-----	-----	
	FY 1996-97 Totals	13,558.26	13,424.80	133.46
		-----	-----	-----
Balance Due at 03/31/97				0.89
04/01/97	1997 TV (40,757,223 x 1/3 mill)	13,585.61		
07/29/97	Payment		6,000.00	
11/10/97	1997-98 Liquor Control fees	587.40		
11/10/97	Payment		587.40	
03/19/98	Payment		7,585.74	
		-----	-----	
	FY 1997/98 Totals	14,173.01	14,173.14	(0.13)
		-----	-----	-----
Balance Due at 3/31/98				0.76
04/01/98	1998 TV (43,004,300 x 1/3 mill)	14,334.78		
09/17/98	Payment		6,000.00	
09/28/98	1998-99 Liquor Control fees	585.75		
09/28/98	Payment		585.75	
03/19/99	Payment		8,334.78	
		-----	-----	
		14,920.53	14,920.53	- 0 -
		-----	-----	-----
Balance Due at 3/31/99				\$ 0.76

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF MAPLE GROVE TOWNSHIP PAYMENTS

<u>Date</u>		<u>Amount Due</u>	<u>Payments</u>	<u>Balance Due</u>
	Balance Due at 03/31/99			\$ 0.76
04/01/99	1999 TV (45,505,604 x 1/3 mill)	15,168.53		
09/27/99	Payment		6,000.00	
11/01/99	1999-00 Liquor Control fees	590.70		
11/15/99	Payment		590.70	
01/27/00	Payment		9,169.29	
		-----	-----	
	FY 1999/00 Totals	15,759.23	15,759.99	(.76)
		-----	-----	-----
	Balance Due at 03/31/00			-0-
04/01/00	2000 TV (48,136,991 x 1/3 mill)	16,045.67		
06/03/00	Payment		7,000.00	
10/24/00	2000-01 Liquor Control fees	589.05		
10/24/00	Payment		589.05	
02/26/01	Payment		9,045.67	
		-----	-----	
	FY 2000/01 Totals	16,634.72	16,634.72	-0-
		-----	-----	-----
	Balance Due at 03/31/01			-0-
10/23/01	2001-02 Liquor Control fees	584.10		
10/23/01	Payment		584.10	
12/01/01	2001 TV (51,016,451 x .245 mill)	12,499.03		
03/22/02	Payment		12,500.00	
		-----	-----	
	FY 2001/02 Totals	13,083.13	13,084.10	(.97)
		-----	-----	-----
	Balance due (overpaid) at 03/31/02			\$ (.97)
09/09/02	2002-03 Liquor Control fees	440.00		
09/24/02	Payment		440.00	
12/01/02	2002 TV (54,025,018 x .0895 mill)	4,835.24		
03/25/03	Payment		4,500.00	
		-----	-----	
	FY 2002/03 Totals	5,275.24	4,940.00	335.24
		-----	-----	-----
	Balance due (overpaid) at 03/31/03			\$ 334.27

ALBEE TOWNSHIP & MAPLE GROVE TOWNSHIP
POLICE DEPARTMENT

ANALYSIS OF **MAPLE GROVE TOWNSHIP** PAYMENTS

<u>Date</u>		<u>Amount Due</u>	<u>Payments</u>	<u>Balance Due</u>
Balance due (overpaid) at 03/31/03				\$ 334.27
07/24/03	Payment		4,800.00	
09/09/03	2003-04 Liquor Control fees	440.00		
09/18/03	Payment		334.27	
11/20/03	Payment		440.00	
11/20/03	Payment		2,400.00	
12/01/03	2003 TV (56,568,849 x .1697 mill)	9599.73		
03/24/04	Payment		2,400.00	
FY 2003/04 Totals		10,039.73	10,374.27	(334.54)
Balance Due (Overpaid) at 03/31/04				\$ (.27)
				=====